



FIRE RISK ASSESSMENT 2025/26

BUILDING ASSESSED	Blenheim Gardens RMO, 23 Prague Place, Blenheim Gardens Estate, SW2 5ED		
ASSESSOR	Danny Howcroft / David Ellis / Anne Mallory		
DATE	16.4.25	DATE for next REVIEW	15.4.26

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NR = Not required

SAR = See accompanying report

NA= Not applicable

1 BUILDING DESCRIPTION				
	- building age - building use - fire alarm system (no. of call points, sounders) - portable firefighting equipment - no's of escape routes (external) - nos of occupants - nos of fire marshals	1974 COMMUNITY HALL NONE 2 FIRE EXTINGUISHERS 2 EXITS PLUS 1 INTO THE MAIN OFFICE MAX 25 2		

2 FIRE SAFETY ADMINISTRATION		Controlled	Not Controlled	Action
1	Has a responsible person been appointed as Emergency Co-ordinator?	YES		
2	Emergency Co-ordinator given adequate instruction, information and training?	YES		
3	Has a deputy Emergency Co-ordinator been appointed?	YES		
4	Deputy Emergency Co-ordinator given adequate instruction, information and training?	YES		
5	Have sufficient fire marshals been appointed?	YES		
6	Have fire marshals had adequate instruction, information and training?	YES		
7	Have staff / tenants had adequate instruction, information and training?	YES		
9	Have staff / tenants participated in a fire evacuation drill in the past twelve months?	YES		
10	Is the emergency / evacuation plan up to date?	YES		
11	Has a recent fire risk assessment been carried out for to the workplace?	YES		
12	Are fire records kept in a suitable binder on the premises?	YES		In RMO office
13	Are fire records kept up to date for portable fire-fighting equipment?	YES		
14	Are fire records kept up to date for automatic fire detection?	YES		
15	Are fire records kept up to date for fixed fire-fighting systems?	N/A		
16	Are fire records kept up to date for fire training of staff?	YES		
17	Are fire records kept up to date for fire evacuation drills?	YES		
18	Are fire records kept up to date for smoke control/venting facilities?	N/A		
19	Are fire records kept up to date for private fire hydrants?	N/A		
20	Are contractors and maintenance workers informed of fire safety information?	YES		
21	Is a permit to work system for hot and cold work in place for contractors?	N/A		
22	Is a system of regular fire safety inspections in place?	YES		

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3 IDENTIFY AND CONTROL HAZARDS		Controlled	Not Controlled	Action
Combustible materials				
1	Have highly flammable materials been removed, reduced or replaced?	YES		Stored in cupboard
2	Quantities of combustible waste not allowed to accumulate in workplaces?	N/A		
3	Are highly flammable materials stored in fire resisting stores?	N/A		
4	Have flammable/combustible wall / ceiling linings been removed or treated?	N/A		
5	Is damaged upholstered furniture repaired or replaced as a matter of course?	YES		
6	Are combustible materials in the workplace likely to present a significant fire risk?	YES		
7	Is general housekeeping to a high standard?	YES		
Sources of heat				
8	Have unnecessary sources of heat been removed from the workplace?	N/A		
9	Is the workplace free from oil or gas burning equipment?	YES		
10	Have sources of heat been replaced with safer alternatives?	N/A		
11	Is smoking prohibited in the workplace?	YES		
12	Has a smoking policy been adopted?	YES		
13	Has the prohibition of matches and lighters in high risk areas been enforced?	N/A		
14	Is heat producing equipment is used in accordance with manufacturer's instructions?	YES		
15	Are any ducts and flues cleaned and repaired regularly?	YES		Boiler Annually serviced
16	Have naked flame heaters been replaced by fixed convectors or central heating system?	YES		
17	Are light bulbs and fittings kept clear of flammable materials?	YES		
18	Have sources of heat been separated with fire-resisting enclosures?	YES		
19	Is electrical equipment or wiring free from faults or damage?	YES		
20	Are protective devices e.g. circuit breakers/thermostats provided and maintained?	YES		
21	Are "wander" or extension leads used with electrical equipment?	N/A		
22	Are electrical fuse ratings suitable for the purpose?	YES		
23	Are portable heaters used in the workplace?	NO		
24	Is electrical equipment adequately maintained?	YES		
25	Is multi-point adapter usage avoided in electrical sockets?	YES		
26	Is damaged electrical equipment repaired or replaced as a matter of urgency?	YES		
27	Is arson a potential problem?	YES		
28	Are security measures provided and maintained against the risk of arson?	YES		

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4 FIRE SAFETY ARRANGEMENTS		Controlled	Not Controlled	Action
Means of escape				
1	"Dead end condition" travel distances not exceeded?	YES		
2	"Alternative means of escape condition" travel distances not exceeded?	YES		
3	Are there suitable and sufficient "horizontal protected routes"?	YES		
4	Are there suitable and sufficient "protected internal staircases"?	N/A		
5	Are there suitable and sufficient "protected external staircases"?	N/A		
6	Are there suitable and sufficient "vertical escape facilities" for risk (e.g. ladders)?	N/A		
7	Are there suitable and sufficient "final exits"?	YES		
8	Are there suitable and sufficient "escape exits" provided from large rooms?	YES		
9	Are final exit doors unobstructed and functioning correctly?	YES		
10	Is the integrity of existing protected routes maintained?	YES		
11	Are fire resisting self-closing doors unobstructed and functioning correctly?	N/A		
12	Are non-self-closing fire doors maintained and unobstructed when not in use?	YES		
13	Are fire resisting windows undamaged and fixed permanently shut?	YES		
14	Do inner offices meet the accepted means of escape criteria?	YES		
15	Are any inner-inner offices present?	YES		
16	Are all the necessary exit and directional signs in place?	YES		
17	Is the escape lighting adequate?	YES		
18	Are provisions in place for the evacuation of people with special needs? Disabled access – ground floor level in reception	YES		
19	Are sufficient appropriate fire instructional action notices in place?	YES		
Fire-fighting equipment				
20	Is there sufficient portable fire-fighting equipment?	YES		
21	Is portable fire-fighting equipment well maintained and readily available?	YES		
22	Are sprinklers or other fixed fire systems adequate?	YES		
Fire warning arrangements				
23	Are the fire warning arrangements provided adequate?	YES		
24	Are there sufficient and suitably located fire alarm call points?	YES		
25	Is the automatic fire detection sufficient?	YES		
26	Are the fire alarm sounders audible throughout the premises?	YES		
27	Is the fire alarm control panel located by a main entrance?	YES		
28	Is a zone chart displayed adjacent to the fire alarm panel?	YES		
Access				
29	Is access for fire appliances satisfactory and available at all times?	YES		
30	Is access for fire-fighters satisfactory?	YES		
31	Is access to dry rising mains satisfactory and available at all times?	N/A		

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5 STAFF/PEOPLE AT RISK AND FIRE HISTORY		Controlled	Not Controlled	Action
Staff/people at risk				
1	Are there any employees working in remote areas of the workplace?	N/A		
2	Are there any contractors working in remote areas of the workplace?	N/A		
3	Are there minimum numbers of staff working in areas of high fire risk?	N/A		
4	Is the building used for sleeping purposes?	NO		
5	Are there people confined to bed, or whose mobility is impaired?	N/A		
6	Is the building occupied by people familiar with the layout?	YES		
7	Is the building occupied by manageable numbers of staff/visitors?	YES		
Fire history				
9	Has there been a history of fire incidents in the building?	YES		No incidents
10	Have fire improvement or prohibition notices been issued?	YES		No notices

6 FIRE RECORDS			
	Contractor	Date of Last	Frequency
Fire Alarm Servicing	Secom / fire alarm	20/01/2025	Annual
Emergency Lighting	RMA	12.5.25	5 years
Call Point Testing	Secom	20/01/2025	Annual
Portable Fire Fighting Equipment	BGRMO	28/03/2025	Monthly
Evacuation Drill	Community Facility	20/01/2025	Six Monthly

7 REMEDIAL WORKS / Additional information		
	Fire extinguishers are checked in house monthly and the checks documented in the Workplace Inspection Records.	Complete
	Date of the Emergency lighting check and the date of the fire drill were verified with D. Howcroft.	Complete
	Fire detection was updated in Feb 18	Completed
	Fire extinguishers were upgraded and renewed in Oct 18	Completed
	Fire drill and records to be taken when done for 24 Prague Place. D. Ellis	Completed Jan 2024

SIGNED	D Howcroft	DATE	16.4.25
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